**2025 ACP Overview for Associational Staff**

**ACP Packets**

**It is recommended that the Association include a letter when distributing the ACP Packet to the church**. Include the following:

* **Time frame** you are suggesting that the church use when reporting their data
* Emphasize the **Due Date**
* Who should they contact with **questions**?

**Please remind your churches that the ACP Packet has Three Parts and that each part is important.**

\*This information will be covered in 2025 ACP Overview for Churches online training on July 15th.

1. General / Organization
2. 2025 ACP Statistical Profile
3. Leadership Profile

­­­­­­­­­­­­­­­­­**How to download packets from SBC Workspace**

1. **Open** SBC Workspace for your association.
2. On the **"General Information"** page, verify that the **"Preferred Mailing Address"** at the bottom of the page is correct.
   * This is the address that churches should use to return their ACPs.
3. Go to the **REPORTS** tab.
4. Click on **“ACP Packet Reports.”**
5. Enter the **Year** – 2025.
6. Enter the **Due Date** – the date by which you want your churches to return their data.
7. Click the **“Print/Download”** button. The reports will be downloaded.
8. **Before printing**, check the bottom of the **first page** of the report:
   * Ensure the **DUE DATE** is correct.
   * Ensure the **RETURN TO** information is correct.
9. Once verified, **print** the reports.

***Suggestion:*** *This report will be saved to your* ***Downloads*** *folder under the name* ***“Long Form for Association.”*** *I recommend saving a copy in a convenient location so you can easily access it if one of your churches requests an additional copy.*

**How to save ONE ACP report from the ACP Packet Reports from your association:**

**To Save as a PDF:**

1. **Open** **ACP Packet Reports** for your association mentioned in the previous instructions.
2. Click the **magnifying glass** (search tool) on the toolbar.
3. **Type in** the name of the **organization/church** you're looking for.
4. **Determine the page range** for that specific report:

* Page numbers are located at the **center top** of each page.
* Note the first and last page numbers for the church’s report.

1. Click the **Print icon** on the left side of the toolbar at the top of the screen.
2. At the top of the print dialog box, you’ll see **“Printer”** – this shows where your report will be sent.
3. **DO NOT use your default printer.**
4. From the **dropdown list of printer options**, select **“Microsoft Print to PDF.”**
5. Under **“Pages to Print,”** select **“Pages”** and enter the page range you noted in Step 4.
6. Click **Print** – instead of printing on paper, a **Save dialog box** will appear.
7. **Save the PDF** to the folder of your choice. The document is now ready to be attached to an email.

**To Print a Physical Copy of ONE Church’s Report:**

Use the **same steps above**, with these two exceptions:

* **Disregard Step 7** – you **will** use your **default printer.**
* In **Step 8**, select your **default printer** instead of "Microsoft Print to PDF."

**How to Enter ACP Data for Your Churches**

There are several different ways to enter data for your churches. Find one that works well for you and stick with it. You DO NOT need to log in to each individual church to enter their data. You can enter data for your churches via your association in Workspace.

**Option #1 for Entering Data for your churches**

1. On your associations home page, Click Organization on the top toolbar.
2. Then click on “search”.

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Description automatically generated

1. In the organization search box, type the church SBC ID # and click the blue Search button.
2. Click the red grid to the left of the blue hyperlink of the church name.

A screenshot of a search box

Description automatically generated

1. This button takes you directly to the ACP Report for this church.
2. Click on the “open” survey to start entering data.

**Option #2 for Entering Data for your churches**

1. Click the Survey tab in the upper left-hand corner of your screen.
2. Then click “search”.
3. In the survey search box, type the church name or SBC ID#. Check that all 5 statuses are checked in the drop-down box. (You can save these filters.)
4. Click the blue search button.
5. Survey will appear. Click on survey to continue.

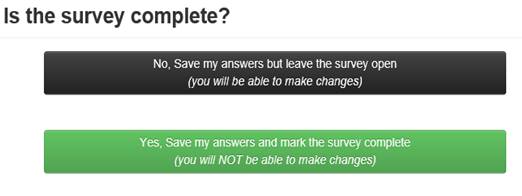
**A screenshot of a survey

AI-generated content may be incorrect.**

**REMINDER: When entering ACP Data for your churches**:

**Don’t forget to click the Save button presented at the end of each Survey.**

Note: When you click Save, you will be presented with this question (make sure you click the correct response).  If you click “Yes”, you will not be able to make any further changes to that profile.  If you click No, it will save your entries but allows you to make changes later if needed.



Should you find an item that needs corrected after a report is marked “complete”, please contact Vesta Clary at 601-292-3310 or [vclary@mbcb.org](mailto:vclary@mbcb.org). Vesta will either open the report for you again or she can update the information for you.

**After you enter data for a church:**

It is good to send them a copy of the: (1) SURVEY – ACP Statistics Report by Year “2025” and (2) SURVEY – Leadership Profile. Let them know you entered their data and would like them to make sure everything is accurate.

**Find on Church’s Report tab - CHURCH LEVEL REPORTS**

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AI-generated content may be incorrect.**

**2025 ACP AT A GLANCE**

**Organizational Page:**

* **Focus on** phone, email, as well as mailing and physical addresses
* **Mailing address**: if the mail is being sent to a place **other than the church**, the address might look like this:

\*\*\*The system will generate the church’s name\*\*\*

123 Hall Lane

**c/o Susie Hall, Secretary (including position)**

Hall City, MS 12345

* **Physical address**: is the physical address of the **church** NOT the home address of the person to whom the mail is sent.

**2025 ACP Statistical Profile**

* **Data comparison for each church**
  + Open the ACP Report for each church under “Survey”.
  + Compare their answers input this year with last year and look for large changes.
  + Should you find potential errors, check with the church to confirm data.
  + If needed, either update or send to Vesta to update.

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AI-generated content may be incorrect.

**Leadership Profile**

* Check out the new Leadership positions available and encourage your churches to use them.
* The Online Leadership Profile has a new format. Be sure to read the options carefully.
* Pianist and organist are old positions. Encourage churches to add these positions under “Instrumentalists” which is a new ACP Position. They can then add their preferred name: Pianist or Organist

EXAMPLE:

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AI-generated content may be incorrect.

* “Add additional position” allows you to add another person to this position.
* “Replace XXX with new senior pastor” allows you to add the new person. The start date added for the new person will be added to the previous Senior Pastor as their stop date.
* “Remove XXX” you will need to add a stop date to this record.